

LOCAL INMATE DATA SYSTEM (LIDS)

September 2000 Newsletter

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Staff Contacts:

User Issues -

- Alice Coe, Customer Service, Mgr
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Policy/Audit Issues -

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Security Issues -

- Anne Wilmoth ext. 222
- Melanie Morrison ext. 204
- Angie Francis ext. 220

LIDS ADVISORY COMMITTEE MEETING

The LIDS Advisory Committee met on August 10, 2000 at the Lynchburg site of the Blue Ridge Regional Jail. The following is a list of agenda items discussed by the committee members:

Alias SSN
Audit Standards
Tuesday Report
VCC Offense Codes
Trigon
CB's Website

The following is a list of agenda updates from previous meetings:

Internet & Smart Cards
Livescan to LIDS
Supreme Court & Magistrates

The Advisory Committee meets once every quarter. The following is a list of committee members and the region they represent:

Central Region

Janet Severson, Blue Ridge Reg.
Donald White, Chesterfield Co.
Terry Jones, Dinwiddie Co.
Patty Leonard, Rappahannock Reg.
Reginald Tinsley, Richmond City

Eastern Region

Donald Cottrell, VA Beach City
Larry Remington, Western Tidewater Reg.

Northern Region

Glenn Aylor, Central VA Reg.
Tiffany Elmore, Loudoun Co.

Western Region

Keith Johnson, Danville City
William Brooks, Roanoke City

Other attendees include members of the Compensation Board's staff, Gretchen Conway from the Department of Corrections, and Dr. James Creech from the Virginia Sentencing Commission.



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The next quarterly LIDS Advisory Committee Meeting will be in November 2000. If you have any concerns or questions that you would like to see discussed in the committee meeting, contact the individuals representing your region or contact Angie Francis (ext. 220) at the Compensation Board.

LIDS MONTHLY BASIC TRAINING

The Compensation Board has set aside every **3rd Wednesday** of the month for **Basic** LIDS Training that will be held in Richmond.

The Compensation Board's Operating Manual for FY01 states on page 70 and 85 that if the individual to be appointed

as a LIDS Technician has not completed Compensation Board provided training in the 12 months prior to appointment or the training must be completed within 45 days after appointment. In an attempt to help newly appointed LIDS Technicians meet their new

requirements, the Compensation Board will give top priority to individuals appointed requiring training. If you have any questions contact Kathy Cook (ext. 201), Angie Francis (ext. 220), or Alice Coe (ext. 207) or go to the CB's website.

VIRGINIA CRIME CODE UPDATES (VCC)



Virginia Crime Codes

NEW VCC CODES

Heading: **Prisoners**

(For Use by LIDS Only)

Subhead: Bond
Statute: §19.2-149
Description: Principal arrested and surrendered to court
VCC: **PRI-9916-S9**

Subhead: Court/DOC
Statute: §8.1-508
Description: Debtor held until of fender answers or make conveyance/delivery
VCC: **PRI-9915-S9**

Subhead: Mental Health
Statute: §19.2-182.9
Description: Emergency custody of conditionally release acquittee

VCC: **PRI-9914-S9**

Subhead: Miscellaneous
Statute: none
Description: Temporary hold
VCC: **PRI-9917-S9**

The following is a correction to the VCC manual:

The statute for TRC-2868-F4 and TRC-2865-M1 should be **§59.1-269** not 56.1-269

VCC Code HEA-5530-F6 (§ 37.1-70.18) and HEA-5531-F6 (§ 37.1-70.18) should have an effective date of **07/01/2000**.

We have added the ability to download the VCC Codes from the CB's website. First, access homepage, then click on LIDS Information icon, and scroll to the bottom of the page. Click to download the VCC Code and LIDS Code Sections link, or click on the download a text (comma delimited) file of the VCC Codes link. Save the file to your hard drive; you may also want to make the VCC Code file a shortcut on your desktop.

DEPARTMENT OF CORRECTIONS

The Department of Corrections (DOC) now has a website:

www.vadoc.state.va.us

The Classification & Records sub-section offers some basic information about time computation and intake into DOC. DOC headquarters staff in

Richmond also now have Email addresses. If you would like to communicate with your contacts in Court & Legal or Inmate Intake via Email, please feel free to give them a call and ask for their Email address.

The following is a list of email address for DOC's Local Facilities Unit:

Mike Howerton:

howertonjm@vadoc.state.va.us

Ron Elliot:

elliotttrl@vadoc.state.va.us

Gretchen Conway:

conwayga@vadoc.state.va.us

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SUMMARY OF AUDITS COMPLETED FROM 7/99 TO 6/00

The Commonwealth reimbursed approximately \$46 Million during Fiscal Year 1996-1997. Since then it has increased to over **\$53.4 Million**. During the year 17 LIDS audits were completed. The audit resources were used primarily to assist in the on-site review of 75 of the state's jails and preparation of the newly required Jail Cost Report. The audit program has shown that jail performance varies significantly. Nine of 17 jails audited (53%) were recording local ordinance violators as state misdemeanants. At

each of the audited jails, action was taken to stop this practice and implement control procedures, which would deter that practice from occurring in the future.

One of the key reasons that some jails received an unsatisfactory performance evaluation was that personnel were not reconciling their record activity (local records system) to the activity recorded in LIDS. It is estimated that approximately \$545,000 would be repaid from these

audits.

In summary, as jails have adopted the use of LIDS reconciliation tools, payments have decreased and clerical accuracy has increased. Through adding of a LIDS Technician position, completion of periodic training, adoption of monthly activity tests specified in the LIDS Users Guidelines and audits of each facility, it is anticipated that each jail's performance will increase to satisfactory levels in the future.

NEW CB EMPLOYEE

The Compensation Board is pleased to announce that Sharon Woo accepted the Senior Fiscal Technician position working with SNIP for the Treasurers, Directors of Finance and Commissioners of the Revenue.

Sharon worked for the Virginia Correctional Enterprises as a Program Support Technician and has been with State Government for four years.



QUARTERLY VOUCHERS

The Compensation Board will be vouchering the 2nd quarter (June, July, and August) on **October 16, 2000**. In order to be reimbursed for the entire quarter, you must have your monthly LIDS report up to date and approved by close of business on 10/13/00.

The Code of Virginia, Section 53.1-121, requires that all Sheriffs, Superintendent's of Regional Jails, and Jail Farms must submit their monthly LIDS report to the Compensation Board within **ten business days** after the date when the report should be forwarded.

If you are not certified and approved up thru August 2000 by the 13th, your locality will not receive a quarterly payment until the next voucher process (Jan. 2001). There will be no exceptions granted for jails that do not certify and approve by the 13th.

REPORTING FEDERAL INMATES

In response to your questions, regarding the reason confine code should be used in LIDS when you need to confine a Federal Prisoner, please review the following:

Do I utilize reason confine code **73** (Held for Federal Authority/District of Columbia) to confine a prisoner in jail if the prisoner is being held for Federal Authorities and the locality does NOT receive reimbursement for the Compensation Board or the Federal Authorities?

YES

If you are holding a prisoner for Federal Authorities you should **confine** that individual in LIDS **utilizing reason confine code 73** (Held for Federal Authority/District of Columbia).

The Virginia Acts of Assembly, Appropriations Act Item #77, Paragraph J, requires the Compensation Board to recover a certain amount of funding for jail personnel cost in those facilities holding Federal inmates. LIDS will compute the federal share by calculating a daily percentage of federal population to the total population and apply that percentage to one half of the daily budgeted salaries and benefits of jail personnel funded by the Commonwealth. The same cost recovery mythology

is applied for jails, which hold inmates from another state on a contractual basis.

If your facility did not enter into a contract with the Federal Authorities to hold Federal Inmates you still need to confine the inmate utilizing reason confine code **73** (Held for Federal Authority/District of Columbia) if the prisoner is being held on a Federal Detainer and we suggest you seek reimbursement from the Federal Authorities.

Do I utilize reason confine code **73** (Held for Federal Authority/District of Columbia) to confine a prisoner in jail if the prisoner **has been arrested on a state warrant AND has a Federal Detainer?**

Do not select reason confine code **73** (held for Federal Authority/District of Columbia) **until all state charges have been satisfied.**

More than likely you would be confining the prisoner in LIDS by selecting reason confine code **10** (Awaiting Trail) or **20** (Serving Sentence) until all state warrant charges have been satisfied.

Do I need to update my reason confine code in LIDS if a prisoner **has satisfied his/her state warrant charges AND is**

still being confined in jail for a Federal Detainer?

YES

You need to update the reason confine code to **73** (Held for Federal Authority/District of Columbia) when all state charges have been satisfied and the only reason the individual is being detained in your jail is for the Federal Authorities.

Effective July 1, 2000 the following FIPS Codes were added:

- 881, US Marshall
- 882, Federal Bureau of Prisoners-Detention
- 883, Federal Bureau of Prisons-Work Release
- 884, Immigration and Naturalization Services (INS)
- 885, Alcohol, Tobacco, and Firearms (ATF)
- 886, Federal Bureau of Investigation (FBI)
- 887, Drug Enforcement Agency (DEA)
- 888, Unspecified

The below **VCC Codes** are to be used with the above FIPS Codes:

FED-9990-F9, FED-9991-M9, FED-9992-S9
PRI-9905-S9, PRI-9906-S9, PRI-9911-S9, and
PRI-9912-S9



Local Inmate Data System (LIDS) Activity Calendar

October 2000



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 Weekly Upload ↑	7
8	9 State Holiday (Columbus Day Observed)	10	11	12 Columbus Day 	13 Weekly Upload ↑  LIDS reports up to date for voucher-ing by close of business *Data pulled for Tues. Report	14 * 9/5 & 8/19 Tuesday Reports available on CB's Website
15	16 CB will voucher the 2nd Qrt. (June, July, Aug.) 	17	18  Basic Monthly Training	19	20 Weekly Upload ↑	21
22	23	24	25	26	27 Weekly Upload ↑	28
29 Daylight Savings Ends 	30	31 Halloween  Boo Boo				

**Cert./App. September LIDS Report on October 13th (10th business day).